

SECTION D

Quality Review Measures for Career and Technology Education

CURRICULUM AND INSTRUCTION

To be completed by career and technology education instructors

SOUTH CAROLINA'S STRATEGIC PLAN FOR CAREER AND TECHNOLOGY EDUCATION: TEN VISION THEMES

Accountability

To meet specific measures of performance at all levels.

Business Relationships

To develop a network of business relationships that promotes career awareness and marketable skills.

Curriculum

To develop and implement a relevant curriculum that uses current technology and instructional strategies.

Funding

To acquire the funds essential to achieve the vision.

Leadership

To provide an effective leadership program for career and technology education.

Marketing

To create awareness and to promote the value of career and technology education.

Professional Development

To provide effective professional development.

Recruitment

To develop and implement a system for recruiting and retaining quality educators and students.

Structural Change

To establish a structure that provides opportunities leading to student success.

Technology

To secure and effectively utilize world class technology.

Part 1: Applicable Measures

Directions: Indicate whether or not a measure has been completed by writing **C** ("completed") or **NC** ("not completed") in the blank.

- D.1** _____ The instruction offered to students shall be standards based. (*Accountability*)
- D.2** _____ The integration of career and technology education and applied academic programs shall be established. (*Curriculum*)
- D.3** _____ Students shall participate in school-to-careers opportunities. (*Accountability* and *Business Relationships*)
- D.4** _____ An advisory committee shall be established for each career cluster and/or career major. (*Business Relationships*)
- D.5** _____ Instructional materials and supplies shall be available for each student. (*Curriculum* and *Funding*)
- D.6** _____ Business partnerships shall be identified and utilized to enhance the quality of the instructional program. (*Curriculum* and *Business Relationships*)
- D.7** _____ The appropriate student organization shall be an integral part of the career and technology education program. (*Curriculum* and *Leadership*)
- D.8** _____ The equipment on which the student is trained shall be comparable to the equipment found in the occupation for which the training is provided, shall be properly installed, and shall be fully operational. (*Curriculum, Funding, and Technology*)
- D.9** _____ The instructional facility shall provide a favorable climate for learning and shall duplicate as nearly as possible the actual work situation found in the occupation for which training is provided. (*Business Relationships* and *Structural Change*)
- D.10** _____ A safety review shall be conducted annually. (*Accountability*)
- D.11** _____ The instructional program shall comply with placement standards as outlined in state and federal regulations. (*Accountability* and *Business Relationships*)

Part 2: Evidence Supporting Each Measure

Directions: Put a check (✓) in the box if evidence is available.

D.1 Standards-Based Instruction

- ☐ Course syllabi and lesson plans reflect the utilization of competency-based instructional techniques.
- ☐ Standards are based upon actual workers' tasks and are measurable.
- ☐ Student achievement is based on demonstrated competence in each required task.
- ☐ Competencies are reviewed and approved by the advisory committee.
- ☐ Student progress is measured through an appropriate ongoing process.
- ☐ Technology applications are infused into the curriculum.
- ☐ Syllabi and lesson plans reflect input from the advisory committee and the results of the needs assessment.

D.2 Integration of Instruction

- ☐ Common planning time for applied academic and career and technology education teachers is provided.
- ☐ Curriculum modifications have occurred due to the integration of instruction.
- ☐ Applied academic and career and technology education teachers are observing each other's classroom teaching.
- ☐ Meetings/activities regarding the integration of instruction are taking place.
- ☐ Opportunity for teachers to experience business and industry internships is available.

D.3 School-to-Careers

- ☐ Students are given information on the availability of school-to-careers opportunities.
- ☐ Qualifications are established for students to participate in school-to-careers activities.
- ☐ Students are prepared for transition to the work environment.
- ☐ Students are given employability preparation prior to transition to the work environment.
- ☐ The instructor and/or school-to-careers specialist/coordinator maintains communications with the work-site mentor.
- ☐ An evaluation component is developed for student work-site performance, if applicable.
- ☐ Students participating in school-to-careers activities have the written permission of their parents or legal guardians.

D.4 Advisory Committee

- ☐ The advisory committee meets at least twice during each school year.
- ☐ The minutes of advisory committee meetings are recorded and filed.
- ☐ The minutes of advisory committee meetings are submitted to the principal/director for review and action.
- ☐ The advisory committee's recommendations have been implemented.

D.5 Supplies and Materials

- ☐ An instructional budget is provided to each instructor or department at the beginning of the school year.
- ☐ Instructional materials and supplies are provided in sufficient quantity to meet program objectives.
- ☐ Instructional materials are available to accommodate student differences.

D.6 Community Resources

- ☐ The program initiates and maintains liaisons with business and industry.
- ☐ Community resources are used to supplement classroom instruction (e.g., speakers, donations, field studies).
- ☐ The program maintains a listing of community resources.

D.7 Student Organizations

- ☐ Students are informed of and given the opportunity to participate in student organizations.
- ☐ Membership rosters and minutes of meetings are recorded and on file.
- ☐ Student organization activities are conducted under the direct supervision of an instructor/advisor.
- ☐ Students are given the opportunity to participate in leadership activities, competitions, and conferences at the local, regional, state, and national levels.

D.8 Equipment

- ☐ Inoperable and obsolete equipment is replaced.
- ☐ The type, variety, and quantity of equipment is such that manipulative and technological skills needed for employment can be demonstrated and practiced.
- ☐ A complete inventory of equipment, tools, and furnishings is made annually and properly documented.
- ☐ Equipment is properly installed and fully operational.

D.9 Facilities

- ☐ The facility is adequate for the number of students enrolled.
- ☐ The laboratory and classroom are neat, clean, and well maintained.
- ☐ Adequate lighting, ventilation, heating, and cooling are provided in all areas.
- ☐ The laboratory and classroom are satisfactory to serve both males and females who are enrolled in the program.
- ☐ Aisles and passageways are clear.
- ☐ Each laboratory and classroom is utilized for the specific purpose for which it was intended.

D.10 Safety

- ☐ Safety lessons are taught and students evaluated as appropriate.
- ☐ Eye protection is provided, used, and stored properly.
- ☐ Guards are provided to protect operators from the cutting, grinding, and rotating parts.
- ☐ The laboratory has emergency disconnect switches or similar safety cut-offs.
- ☐ Approved fire extinguishers are accessible.
- ☐ Flammable materials and liquids are properly stored.
- ☐ Power tools and other electrical equipment are properly grounded.
- ☐ Sufficient electrical outlets are available and are used properly.
- ☐ Exterior exits are visibly marked.
- ☐ Safety standards/regulations are posted.
- ☐ Spacing of equipment ensures safe and efficient instruction and use.

D.11 Placement

- ☐ The placement rate is in compliance with state and federal regulations.